



**Financial Services Department**

**Memorandum**

**To:** Tom Johnston, Purchasing Manager

**Cc:** Jean Stelatella, Buyer

**From:** Daniel Ford, Buyer

**Date:** March 10, 2010

**Subject:** City of Frisco Printing Services, Bid Number 1011-013

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Bid Number 1011-013 for Printing Services opened on December 10, 2009. The bid contained 94 items, including business cards, envelopes, letterhead, NCR forms and other general printing needs demanded throughout the city. The amount of money the city spends on print items varies year to year. In 2009, the City of Frisco spent approximately \$200,000 on printing services. Purchasing solicited printing needs from the departments throughout the city and used volume to obtain the best possible value. This is an annual contract good for one year, with 4 renewal options (1 year each).

The purchasing department received 18 vendor submittals in response to the bid. These vendors were AC Printing, Advantage Resource, Advanced Printed Media, Bankers Products, Cenveo, Color Craze, Delta, Edwards Printing, Fast Track, Frisco Printing, Hypermotion, Marfield, Office Depot, Pride, Quick Draw, Signature, Sir Speedy, and Voom Group. From this group of 18, the list was narrowed down to the top 10 vendors based on the best value criteria listed in the request for bid. The top 10 vendors were AC Printing, Delta, Edwards Printing, Fast Track, Hypermotion, Office Depot, Pride, Quick Draw, Signature, and Sir Speedy. Upon further evaluation, the list was tapered down to 6 vendors. These six vendors were further evaluated based off of several factors listed on the bid specification, which include; purchase price, distance of the vendor's facilities from the city, reputation of the bidder, quality of the bidders goods/services, the vendors past relationship with the city, in house capabilities and delivery of goods after receipt of order. Based on the scoring through an evaluation matrix applied to the top 6 vendors, we are recommending award of the items as follows:

Items	Primary Vendor	Secondary Vendor
1	Marfield	Advanced Printed Media
2-27	Signature	Sir Speedy
28-39	Hypermotion	Sir Speedy
40-94	Sir Speedy	Hypermotion and Fast Track